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Central File Server: How to connect to your H: drive with Windows ☆
KB0010624


In this article:


Central File Server: How to connect to your H: drive with Windows


Name	Central File Service (Home Drive)
Recommended For	Document storage
Audience	Staff, Faculty, All Students
Description	The Central File Service - Home Drive, is a network, either on-campus or through VPN through the following protocols, CIFS/SMB There are automatic snapshots taken of all Bi-hourly: 22 versions are kept Nightly: 7 Versions are kept Weekly: 4 Versions are kept
Benefits/Limitations	The Home Drive can be utilized on Princeton clusters. A limitation of CFS is lack of access external directly through the Internet. External access
Data Classification Types	Confidential, and Unrestricted within Princeton
Available Space	5 GB per user
How to Get Started	Send email to ess-storage@princeton.edu
Cost Associated with Service	none

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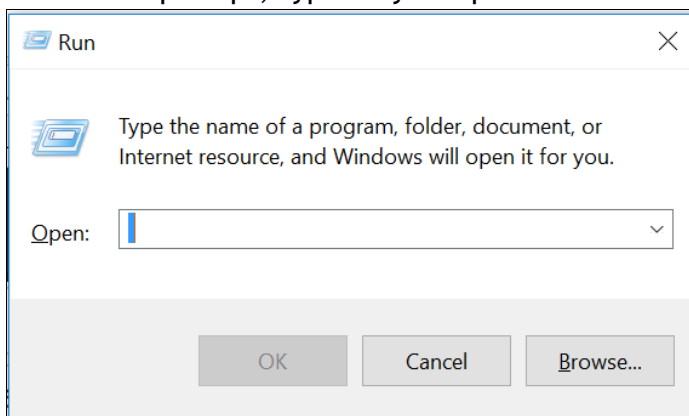
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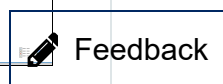
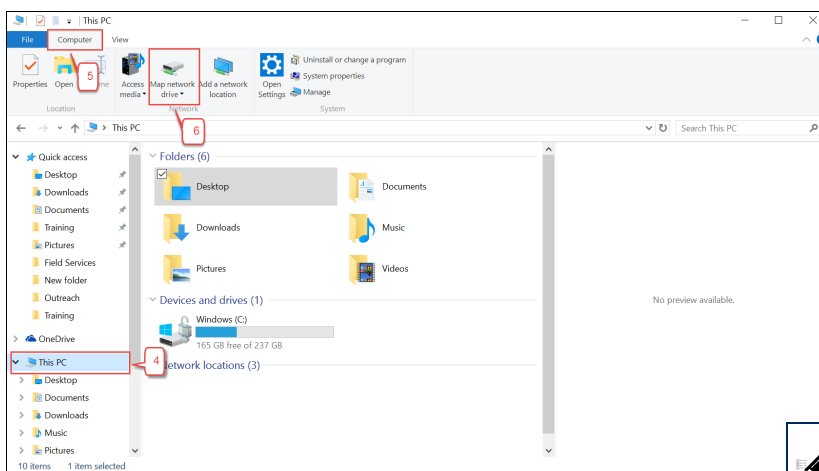
Not sure this is the right solution? Before you start, make sure this is the best solution for your needs. See [Help Me Choose a File Storage Service](#)

How to connect to your H: Drive with Windows (versions 7, 8, 10)

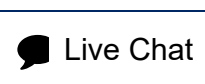
1. Press **[Windows Key]+[R]** This opens the **Run** window.
2. In the **Run** prompt, type only the period character. '.'



3. Press **Enter**.
4. In the left pane of the , click **This PC**.
5. In the top pane of the **This PC** window, click the **Computer** tab.
- ..
6. Click **Map Network Drive**.



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Login to OnBase Web Client

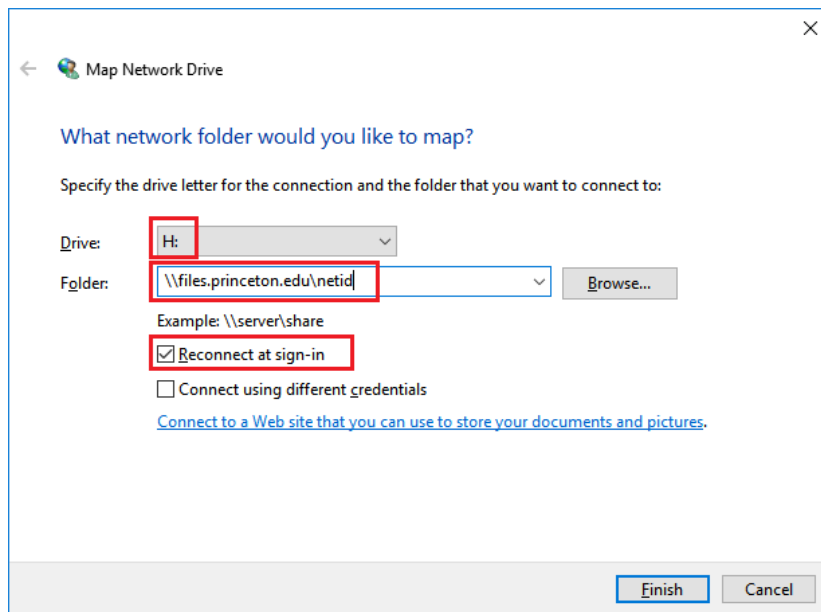
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7. Select **H:** from the **Drive** dropdown.

8. In **folder**, type `\\files.princeton.edu\netid`



9. If you want to automatically remap to this drive the next time you log in, click the **Reconnect at sign-in** checkbox.

10. Click **Finish**.

11. If prompted for a username and password, type:

1. **Username:** princeton\netid
2. **Password:** your password

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